

# BHW MGATT - Quarterly Progress Update (QPU) Submission

## Overview

The Monitoring Grant Activities and Tracking Tool (**MGATT**) is a comprehensive module for identifying, tracking, monitoring, and providing support to grant awards and the related objectives. The goal of MGATT is to:

1. Identify and document insight and opportunities for grantee compliance and performance improvement.
2. Develop, approve, and monitor the Standardized Work Plan (SWP).
3. Provide consultation support for performance improvement.
4. Track and monitor the progress of SWP

Key components of this module are:

1. SWP Review and Finalization process for the Project Officers (POs)
2. Quarterly Progress Update (QPU) Submission for the Grantees
3. Quarterly Progress Update (QPU) Review process for the Project Officers

This help page will provide step-by-step instructions on component #2, the QPU submission process for Grantees.

## On this page

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- [Quarterly Progress Update \(QPU\) Submission](#)
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  - [Submitting your QPU](#)

## Additional Resources

Watch videos on SWP and QPU Submissions through the links below:

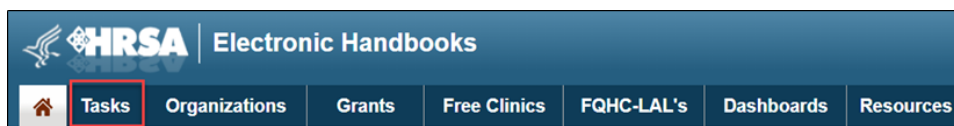
[Video - BHW Grantee Standardized Work Plan \(SWP\) Submission](#)

[Video - BHW Grantee Quarterly Progress Update \(QPU\) Submission](#)

## Quarterly Progress Update (QPU) Submission

### Navigating to the QPU Task

- 1 Click on the **Tasks** tab from the top navigation bar in the EHBs.



- 2 You will land on the “Pending Tasks - List” page, where you will see a task with a tracking number starting with “MGT####”. This is your QPU submission. navigate to the **Quarterly Progress Update – Status Overview Page**.

**Pending Tasks - List**

Not Completed Recently Completed Archived

Detailed View | Search | Saved Searches

Page size: 15 Go 2 items in 1 page(s)

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
07/31/2021 11:59 PM (67 Days)	Grant Submissions	BPMAPRA2200046427	Performance Reports	A22HP00009 (Grant)	RAWLING MICE HEALTH CARE AUTHORITY	Edit
06/24/2021 09:28 AM (30 Days)	Grant Submissions	MGT00000001	Performance Reports	A22HP00009 (Grant)	RAWLING MICE HEALTH CARE AUTHORITY	Edit

- 3 This Page will give you key information about your QPU submission.

**Quarterly Progress Update - Status Overview**

T08HP01691: UNIVERSITY OF NEW MEXICO, GASSAWAY, New Mexico

**10/31/2020** **206**  
Due Date Days Past Due

Resources

Prior Quarterly Progress Update | Standardized Work Plan | Grant Folder

**Quarterly Progress Update**

Sections	Status	Last Updated
Activities	Not Started	-
Partnerships	Not Started	-

Return to Previous Page

**Forms Overview**

Last Updated On: -

**2** **0** **0**  
Not Started In Progress Complete

**Submit and Print**

Make sure you have completed and validated all the required information before submitting this report.

Submit Performance Report

Print Report

- A. In the Header section you will see your **Grant Information**, **Due Date** for the QPU submission and **Number of Days left** or **Days Past Due**.
- B. From the Resources links you can access the **Prior Quarterly Progress Update** (Read Only – if any), the Finalized **Standardized Work Plan** (R
- C. In the Quarterly Progress Update section you can see links to update your **Activities** and **Partnerships**, **Status** of your updates ( **X** Not Started, **Updated** dates for each links.
- Clicking on the Activities link will navigate you to the **Quarterly Progress Update - Activities** page.
  - Clicking on the Partnerships link will navigate you to the **Partnerships** page.
- D. The Forms Overview section will display the **Last Updated On** with a date & time stamp, and Status of the update.
- E. The Submit and Print section will allow you to **Submit** your **Performance Report** (QPU) and to **Print** the QPU as submitted.
- F. Clicking on the **Return to Previous Page** at any time will navigate you back to the Pending Tasks - List page.

## Updating Activity Progress Status

- 4 Click on the **Activities** link to go to the **Quarterly Progress Update – Activities** page.

**Quarterly Progress Update**

Sections	Status	Last Updated
Activities	Not Started	5/27/2021
Partnerships	Not Started	-



- 6 Click on the **Update** link in the Goals section. The system will navigate you to the **Quarterly Progress Update – Activities** Page where you can update the Reporting Period.

### Quarterly Progress Update - Activities

E01HP00116: TUNNICLIFFE SENSORS INC., VIEQUES, Florida

Days Past Due: 207 Days

Tracking Number : MGT00000024

Budget Period : Budget Year 1 (7/1/2020 - 7/1/2021)

Report Period : Quarter 1 (7/1/2020 - 9/30/2020)

Due Date : 10/31/2020

Project Director : Sigiswald Cromwell

Project Officer : Winthrop Schwier

Grants Management Specialist : Sundar Meason

Last Updated By : Administrator User

Resources

[Prior Quarterly Progress Update](#) | [Standardized Work Plan](#) | [Grant Folder](#)

Fields marked with \* are required.

Expand FNE's existing SANE training program to attract more forensic nurses to become SANEs

Objectives	Sub Objectives & Activities								
* Objective 1 (1 Sub Objective)	Recruit 2 faculty with strong pedagogical expertise in SANE curriculum with Pediatric expertise								
* Objective 2 (3 Sub Objectives)	Sub Objective: Recruit faculty from SON & NH SANE RNs & Child Advocacy Center								
* Objective 3 (1 Sub Objective)	<table><thead><tr><th>Milestone Activity</th><th>Previous Status</th><th>* Current Status</th><th>Options</th></tr></thead><tbody><tr><td>One additional faculty recruited</td><td>N/A</td><td><div>Choose a status</div><div>Select One</div></td><td><div><div>0</div></div><div><div>0</div></div></td></tr></tbody></table>	Milestone Activity	Previous Status	* Current Status	Options	One additional faculty recruited	N/A	<div>Choose a status</div> <div>Select One</div>	<div><div>0</div></div> <div><div>0</div></div>
Milestone Activity	Previous Status	* Current Status	Options						
One additional faculty recruited	N/A	<div>Choose a status</div> <div>Select One</div>	<div><div>0</div></div> <div><div>0</div></div>						
* Objective 4 (1 Sub Objective)									

Return to Previous Page

Save

You will see that the Header and the Resources section is same as in the previous page. Under these sections you will see the following:

- The selected **Goal**.
- The list of **Objectives** under the selected Goal in different tabs. Clicking on each Objective tab will display the Sub Objectives and Activities again
- The **Sub Objectives and Activities** of the selected Objective.

7 You can now start updating the progress status against the activities for the Reporting Period.

Fields marked with \* are required.

**Expand FNE's existing SANE training program to attract more forensic nurses to become SANEs**

Objectives	Sub Objectives & Activities
* Objective 1 (1 Sub Objective)	Recruit 2 faculty with strong pedagogical expertise in SANE curriculum with Pediatric expertise
* Objective 2 (3 Sub Objectives)	Sub Objective: Recruit faculty from SON & NH SANE RNs & Child Advocacy Center
* Objective 3 (1 Sub Objective)	
* Objective 4 (1 Sub Objective)	

Milestone Activity	Previous Status	* Current Status	Options
One additional faculty recruited	N/A	Choose a status Select One	(0)  (0)

[Return to Previous Page](#) [Save](#)

Against the selected Objective you will see the Sub Objectives, and under each Sub Objective you will see the Activity details such as:

A. **Milestone Activity** or Activity name.

B. **Previous Status** is the progress status as updated by you in the previous quarter for the activity.

**Note:** This will show as N/A for all activities in the first quarter/reporting period.

C. **Current Status** is where you will update the progress status of the activity for the current quarter/reporting period. Click on the dropdown arrow to see the options available for selection are as shown in the image below. Make a selection from the dropdown that represents the progress status of the activity.

**Note:** This is a required field and you will see an error if a value is not selected in this field.

\* **Current Status**

Choose a status

Select One

Activity is on Schedule  
Activity is Complete  
Time is Off Track  
Activity will be missed if action is not taken  
Activity cannot be achieved

D. Under Options you can attach any Deliverable/Accomplishment associated to the activity and add any comments if needed. This step is explained in the next section.

## Adding Deliverables/Accomplishments

8 You can Upload attachments to any Deliverables/Accomplishments associated to the Activity if needed. Click on the **Attachment** icon under Options:

Recruit 2 faculty with strong pedagogical expertise in SANE curriculum with Pediatric expertise			
Sub Objective: Recruit faculty from SON & NH SANE RNs & Child Advocacy Center			
Milestone Activity	Previous Status	* Current Status	Options
One additional faculty recruited	N/A	Activity is on Schedule	(0)  (0)

- 9 This will navigate you to the Deliverables/Accomplishments – Upload Page. Click on the **Add Deliverables** button.

**Deliverables/Accomplishments - Upload**

▼ E01HP00116: TUNNICLIFFE SENSORS INC., VIEQUES, Florida Days Past Due: 207 Days

Tracking Number : MGT00000024      Budget Period : Budget Year 1 (7/1/2020 - 7/1/2021)      Report Period : Quarter 1 (7/1/2020 - 9/30/2020)

Due Date : 10/31/2020      Project Director : Sigiswald Cromwell      Project Officer : Winthrop Schwler

Grants Management Specialist : Sundar Meason      Last Updated By : Administrator User

▼ Resources

[Prior Quarterly Progress Update](#)   [Standardized Work Plan](#)   [Grant Folder](#)

**One additional faculty recruited**

**Add Deliverable**

Deliverable Type	Description	Action
No results found.		

[Return to Activities](#)

- 10 You will see a popup window appear prompting you to select the **Document Type**. Choose the Deliverable type from the Dropdown and click on the

**Select Deliverable**

Document Type: Make a selection

Select Document Type ▼

- Event
- Manuscripts/Publication
- Presentation
- Resources
- Website Page
- Other
- Grant Support Documentation

[Cancel](#) [Add Deliverables](#)

- 11 You will be navigated back to the Deliverables/Accomplishments – Upload Page and you will be able to attach any document to the selected Deliver

Fields marked with \* are required.

**\* Associate Document to an Activity**

Activity: One additional faculty recruited

Document Type: Manuscripts/Publications (Change Deliverables)

**Deliverables**

**Note:**  
Allowable Document Size: 100 MB.

**MGATT Supporting Documents** (Minimum: 0 - Maximum: 20) (Current attachment count: 0)

Drop or Upload Files

Acceptable Formats: doc, rtf, txt, wpd, pdf, xls, msg, jpg, jpeg, tif, xfd, xlsx, docx, ppt, pptx, msgx, vsd

[Select Files](#)

**Manuscripts/Publications**

Description

[Return to Previous Page](#) [Add Deliverable](#)

A. You will see the **Activity** the Deliverable is being uploaded for. You will see the **Document Type** as selected in the popup window earlier. You can needed by clicking on the **Change Deliverables**

B. Clicking on the **Select Files** will allow you to browse and select an attachment file that you wish to upload.

C. You can then provide a **description** to this file/deliverable if needed.

D. Finally click on the **Add Deliverables** button to save all the information entered.

- 12 You will then be navigated back to the “Deliverables/Accomplishments Upload” page where you can see the Deliverable that you added.

**One additional faculty recruited**

Add Deliverable

1 of 1
Page size: 15
1 items in 1 page(s)

Deliverable Type	Description	Action
Manuscripts/Publications	White Paper publication created on 05/15/2021	Update

1 of 1
Page size: 15
1 items in 1 page(s)

Return to Previous Page

You can click on **Update** to make changes to the information entered. Clicking on the **Return to Previous Page** will take you back to the “Quarterly

- 13 On the Quarterly Progress Update – Activities Page you can see the deliverable you attached to the Activity.

**Recruit 2 faculty with strong pedagogical expertise in SANE curriculum with Pediatric expertise**

**Sub Objective:** Recruit faculty from SON & NH SANE RNs & Child Advocacy Center

Milestone Activity	Previous Status	* Current Status	Options
One additional faculty recruited	N/A	Activity is on Schedule	(1) (0)

## Adding Comments

- 14 You can add comments to an Activity if needed. Click on the **Comments** icon under Options.

**Recruit 2 faculty with strong pedagogical expertise in SANE curriculum with Pediatric expertise**

**Sub Objective:** Recruit faculty from SON & NH SANE RNs & Child Advocacy Center

Milestone Activity	Previous Status	* Current Status	Options
One additional faculty recruited	N/A	Activity is on Schedule	(1) (0)

- 15 This will navigate you to the Comments page. Click on the **Add Comments** button.

**Quarterly Progress Update - Comments**

E01HP00116: TUNNICLIFFE SENSORS INC., VIEQUES, Florida
Days Past Due: 208 Days

Tracking Number : MGT00000024
Budget Period : Budget Year 1 (7/1/2020 - 7/1/2021)
Report Period : Quarter 1 (7/1/2020 - 9/30/2020)

Due Date : 10/31/2020
Project Director : Sigiswald Cromwell
Project Officer : Winthrop Schwler

Grants Management Specialist : Sundar Meason
Last Updated By : Administrator User

Resources

Prior Quarterly Progress Update
Standardized Work Plan
Grant Folder

**Review Comments**

Add Comment

Commented On	Author	Comment	Options
No Comments			

Return to Previous Page

- 16 You will see a popup window where you can add your comment. Click on the **Add Comment** button to save the comment and navigate back to the (

Add Comment

Flag Comments:

Add a comment

This comment is for Activity updated for this reporting period.

63/500 characters

Cancel

Add Comment

- 17 On the Comments page you can see your comment listed in the Review Comments section. In the Options column, you can click the **delete** button t  
You can also click on **Return to Previous Page** to go back to "Quarterly Progress Update – Activities" page, and you can see that a comment has b

Review Comments

Add Comment

Commented On	Author	Comment	Options
05/27/2021, 12:59 PM EDT	Sigiswald Cromwell	This comment is for Activity updated for this reporting period.	

Return to Previous Page

- 18 Back on the Quarterly Progress Update – Activities page you can see the comment added as indicated in the comment section.

Recruit 2 faculty with strong pedagogical expertise in SANE curriculum with Pediatric expertise

Sub Objective: Recruit faculty from SON & NH SANE RNs & Child Advocacy Center

Milestone Activity	Previous Status	* Current Status	Options
One additional faculty recruited	N/A	Activity is on Schedule	(0)  (1)

Save

### Updating Activity status across all Objectives and Goals

- 19 Continue updating the status of each Activity within the Objective. Once all Activities under the selected Objective are updated, click on **Save** to save

Recruit 2 faculty with strong pedagogical expertise in SANE curriculum with Pediatric expertise

Sub Objective: Recruit faculty from SON & NH SANE RNs & Child Advocacy Center

Milestone Activity	Previous Status	* Current Status	Options
One additional faculty recruited	N/A	Activity is on Schedule	(1)  (1)

Save

- 20 You will receive a popup message that the **Objective is successfully saved**.

✓ Objective Successfully Saved

- 21 You can move on to updating the next Objective and Activities within the Goal. Once all the Objectives within a Goal have been updated, you can m  
Period.



- 22 Follow the same steps to complete updating the progress status of all Activities, Deliverables and Comments. Once all the Goals are updated navigate to the “Activities” Page where all the Goals are listed.

✓ In-Progress Activities    ✓ Target Activities

1 of 1    Page size: 15    2 items in 1 page(s)

Goals	Status	Actions
Expand FNE's existing SANE training program to attract more forensic nurses to become SANEs	Completed	Update
Provide a 24/7 technical assistance hotline by phone and video conference to support SANEs across the state	Completed	Update

1 of 1    Page size: 15    2 items in 1 page(s)

Review Comments

+ Add Comment    B

Commented On	Author	Comment	Options
No Comments			

Return to Previous Page    C

A. You will notice that the **Status** of all the Goals has changed to Completed.

B. You can Add a Comment in this page if needed. This will be a comment for the entire reporting period that the PO will be able to view at the time of the report.

C. Clicking on the **Return to Previous Page** button will navigate you to the “QPU – Status Overview” Page.

- 23 On the Status Overview page you can see that the Status of your Activities has changed to “Complete”. You will also see details of the last updates in the section.

Quarterly Progress Update - Status Overview

E01HP00116: TUNNICLIFFE SENSORS INC., VIEQUES, Florida

Due Date: 10/31/2020    208 Days Past Due

Resources: Prior Quarterly Progress Update | Standardized Work Plan | Grant Folder

Forms Overview

Last Updated On: 05/27/2021 1:50 PM EST

Activities

1 Not Started    0 In Progress    1 Complete

Submit and Print

Make sure you have completed and validated all the required information before submitting this report.

Submit Performance Report

Print Report

Go to Previous Page

Sections	Status	Last Updated
Activities	Complete	5/27/2021
Partnerships	Not Started	-

## Adding Partnership Information

- 24 Click on the **Partnerships** link in the Quarterly Progress Update section of the Status Overview page to update your Partner Information.

### Quarterly Progress Update

Sections	Status	Last Updated
Activities	Complete	5/27/2021
Partnerships	Not Started	-

25 You will land in Partnerships Page where you can update your partner information if needed.



This is not required information. If you do not have any information to enter on this page, click on **Continue** to mark the Partnership status as the QPU.

**Partnerships**

▼ E01HP00116: TUNNICLIFFE SENSORS INC., VIEQUES, Florida

Days Past Due: 208 Days

Tracking Number : MGT00000024

Budget Period : Budget Year 1 (7/1/2020 - 7/1/2021)

Report Period : Quarter 1 (7/1/2020 - 9/30/2020)

Due Date : 10/31/2020

Project Director : Sigiswald Cromwell

Project Officer : Winthrop Schwier

Grants Management Specialist : Sundar Meason

Last Updated By : Administrator User

▼ Resources

[Prior Quarterly Progress Update](#) | [Standardized Work Plan](#) | [Grant Folder](#)

Add Partner Information

Organization Name	Type	Address	Action
No results found.			

Go to Previous Page

Continue

26 If you have Partnership information to enter for this reporting period, click on the **Add Partner Information** button.



Add Partner Information

27 After clicking on the **Add Partner Information** button, you will land on the Partnerships page.

**Partnership**

T08HP00735: MAULDEN PROCTER VOLUNTEER RESCUE SQUAD, ALAMANCE, Alabama

Days Past Due: 177 Days

Tracking Number : MGT00000002

Budget Period : Budget Year 1 (8/1/2020 - 8/1/2021)

Reporting Period : Quarter 1 (8/1/2020 - 10/31/2020)

Due Date : 12/1/2020

Project Director : Eckehard Dautremont

Project Officer : Bronson Anagnos

Grants Management Specialist : Timmy Barton

Last Updated By : Merritt Mikuszewski

▼ Resources

[Prior Quarterly Progress Update](#) | [Standardized Work Plan](#) | [Grant Folder](#)

Fields marked with \* are required.

**Partner Organization Information**

\* Organization Name

Add an organization name

Organization Name

\* Organization Type

Select an organization type

Select Organization Type

\* Supporting Goals

Select at least one goal

☐ Goal #1: Expand FNE's existing SANE training program to attract more forensic nurses to become SANES

☐ Goal #2: Provide a 24/7 technical assistance hotline by phone and video conference to support SANES across the state

**Partner Contact Information**

Name

Contact Name

Email Address

Contact Email

Phone Number

Phone Number

**Partner Mailing Address**

\* Address Line1

Address Line2

\* City

\* State

Select State

\* Zip Code

 -

\* Country

United States

[Return to Partnerships](#)

[Add Partnership](#)

On this page you will see the following:

A. **Partner Organization Information** where you can enter the Partner's **Organization Name**, **Organization type**, and associate the Partner to the period.

**Note:** These are all required fields and you will see an error message if they are not all completed.

B. **Partner Contact Information** where you can enter the Partner's **Name**, **Email Address** and **Phone Number**.

C. **Partner Mailing Address** where you can enter the Partner's address.

**Note:** These are required fields and the system will not allow you to proceed if not entered.

- 28 When you enter the address, the system will show you the Standardized address as per the US postal service in a popup window. You have the option to confirm the address as you entered. Click on **Confirm** once you have selected the address you want to save.

### Suggested Addresses

Select which address you would like to use.

Entered Address	Suggested Address
<input type="radio"/> 45335 Vintage park plaz, reston , VA, 20166.	<input checked="" type="radio"/> 45335 Vintage Park Plz, Sterling, VA, 20166-6748.

CancelConfirm

- 29 Clicking on confirm will bring you back to the Partnerships page.

### Partnerships

▼ T08HP00735: MAULDEN PROCTER VOLUNTEER RESCUE SQUAD, ALAMANCE, Alabama Days Past Due: 177 Days

Tracking Number : MGT00000002 Budget Period : Budget Year 1 (8/1/2020 - 8/1/2021) Reporting Period : Quarter 1 (8/1/2020 - 10/31/2020)

Due Date : 12/1/2020 Project Director : Eckehard Dautremont Project Officer : Bronson Anagnos

Grants Management Specialist : Timmy Barton Last Updated By : Merritt Mikuszewski

▼ Resources

Prior Quarterly Progress Update Standardized Work Plan Grant Folder

➕ Add Partner Information

1 of 1 Page size: 15

Organization Name	Type	Address	Action
ChesterOne	Academic Institute	45335 Vintage Park Plz, Sterling, VA, 20166-6748	<div><div>Edit</div><div>Edit</div><div>Delete</div></div>

1 items in 1 page(s)

Return to Previous Page

Continue

On this page you will see the following:

- A. New Partner Information listed which includes the Partner's **Organization Name**, **Type** and **Address**.
- B. Options to **Edit** and **Delete** the partner information under **Actions**.
- C. **Continue** button that will navigate you to the "QPU - Status Overview" page.

You can add multiple Partners if you need to for the reporting period. Click on the **Add Partner Information** button to add more Partners.

## Submitting your QPU

30 Once the Activities and Partnership sections are complete, you are now ready to Submit your QPU.

**Quarterly Progress Update - Status Overview**  
T08HP00735: MAULDEN PROCTER VOLUNTEER RESCUE SQUAD, ALAMANCE, Alabama

**12/01/2020**  
Due Date

**177**  
Days Past Due

**Resources**  
[Prior Quarterly Progress Update](#) | [Standardized Work Plan](#) | [Grant Folder](#)

**Quarterly Progress Update**

Sections	Status	Last Updated
<a href="#">Activities</a>	✓ Complete	5/27/2021
<a href="#">Partnerships</a>	✓ Complete	5/27/2021

**Forms Overview**  
Last Updated On: 05/27/2021 3:26 PM EST  
[Partnerships](#)

**0** Not Started | **0** In Progress | **2** Complete

**Submit and Print**  
Make sure you have completed and validated all the required information before submitting this report.  
[Submit Performance Report](#)  
[Print Report](#)

[Return to Previous Page](#)

On this page you will see the following.

- A. The **Status** of Partnerships has changed to Complete.
- B. The last updated information in the **Forms Overview**
- C. **Submit Performance Report** link that will allow you to submit your QPU.
- D. **Print Report** link that will allow you to print the QPU.

31 When you are ready to submit the QPU, click **Submit Performance Report** and you will land on the Confirmation page.

Verify that all the QPU information shown here is accurate. Click on **Confirm** to submit your QPU. An email notification will also be sent about your s

**Alert:**  
This is a confirmation page! You must click the appropriate button to complete your action.

**Submit**

To	Bronson Anagnos
CC	rettester1@hotmail.com
Subject	Submission of Quarterly Progress Update
Body	The Quarterly Progress Update has been submitted by MAULDEN PROCTER VOLUNTEER RESCUE SQUAD for Reporting Period Quarter 1 (8/1/2020 - 10/31/2020) NOTE: This is a system generated message. Please do not reply to this message.  Thanks, Papillon Lade, Project Director

[Return to Previous Page](#) [Confirm](#)

32 This completes the QPU submission process.